

Birthday Leave Procedures

The following provisions apply:

- Must be employed six months prior to birthday.
- Full-time staff is granted 8 hours of leave with pay.
- The 8 hours may not be split over multiple days.
- Time off may be taken on any **one** day within an employee's birth month as long as the absence is approved by the employee's supervisor prior to the day off.
- Also, if due to workload the employee is unable to take a day off during their birth month, the manager may authorize it to be carried over to the next month; this is an exception, not the standard.

All employees will request Birthday Leave as they do vacation and sick leave within Workday at <http://sso.tamus.edu/logon.aspx>. The employee will select the following:

1. Click on the Worklet "Time Off"
2. Click on Request "Time Off" on the left side
3. Select the date requested (note: Hours requested cannot be more than 8 hours and employees who work a flexible schedule of more than 8 hours in a day should request vacation for the remaining hours.)
4. Under Type on the drop down menu: Select "**4- Other Emergencies**"
5. Input "Birthday Leave" in the Comment Field
6. Click Submit for Approval

Managers are responsible for ensuring that it is the employee's birth month and that the employee has not already requested Birthday Leave for that calendar year before processing the request.